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ABSTRACT

Regulations governing the certification of teachers, administrators, and other school personnel in the state of Pennsylvania are set forth. (JD)

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This Chapter cited in 22 Pa. Code § 13.21 (relating to professional personnel).

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THE PROGRAM

§49.11. General.

(a) All certificates and letters of eligibility in force in this Commonwealth on the effective date of these regulations shall continue in force and effect, subject to all the terms and conditions under which they were issued, until they expire by virtue of their own limitations.

(b) State certificates shall be issued as herein provided and no teacher shall perform professional duties in the schools of the Commonwealth in any area for which he has not been properly certificated.

§49.12 Eligibility.

In accordance with the Public School Code of 1949 Sections 1109, 1202, and 1209, every professional employee certificated to serve in the schools of the Commonwealth shall:

(1) be of good moral character;

(2) show a physician's certificate that applicant is neither mentally nor physically disqualified from successful performance of the duties of a teacher;

(3) be at least 18 years of age.

§49.13. Policies.

(a) The State Board of Education through the Secretary of Education shall provide regulations for guidance of the preparing institutions in educating professional personnel for the schools of the Commonwealth.

(b) The Department shall have the following responsibilities with respect to certification of professional personnel in the schools of the Commonwealth:

(1) To provide advisory services to college and school personnel in matters pertaining to teacher education and certification.

(2) To designate professional titles for personnel.

(3) To prescribe procedures for issuance of certificates.

(4) To evaluate and approve teacher education programs leading to the certification of professional personnel.

(5) To register certificated persons.

(6) To maintain records of all certificates.

(7) To assure that each professional person is properly certificated for the specific position in which the applicant is employed.

(8) To review and investigate alleged violations of certification regulations.

(9) To prescribe procedures approved by the State Board of Education for the appraisal and evaluation of education and experience of applicants for any type of professional certification issued by the Department of Education when said applicant has been denied certification and

(a) is prepared by institutions outside the Commonwealth, or

(b) has appealed in accordance with guidelines approved by the State

Board, 22 Pennsylvania Code, Paragraph 49.61, a decision, pertaining to eligibility for certification, rendered by a Pennsylvania institution having an approved program.

(c) The Department will require that an applicant for a certificate shall have completed an approved program and shall be recommended by the preparing institution, except for applicants whose certification status is subject to §49.13 subparagraph (b) (9).

(d) The Department will have the right to review approved programs at any time. Major evaluations will be conducted at five-year intervals by teams of professional educators appointed by the Department.

(e) The Department will accept the request of an institution to withdraw from an approved program. The Department shall have the right to withdraw the approval of the program from an institution. New students shall not be accepted in a program which has lost its approved status.

§49.14. Approval of institutions.

To be authorized to conduct programs that lead to certificates for professional positions, institutions and any of their off-campus centers engaged in the preparation of teachers shall meet all of the following requirements:

(1) Be approved as a baccalaureate or graduate degree granting institution by the Department.

(2) Be evaluated and approved as a teacher-preparing institution to offer specific programs leading to certification in accordance with procedures established by the Department.

(3) Report to the Department, for approval, all planned changes in previously approved programs. Such reports shall be made 90 days prior to the implementation of the planned changes.

§49.15 Approval of experimental programs.

The Department may enter into a written agreement with a preparing institution wishing to conduct an experimental program. The institution shall meet the requirements described in §49.14 of this Title (relating to approval of institutions). Certification shall be given to graduates of such an experimental program upon recommendation by the institution, if the institution has met all of the following requirements:

(1) Submitted a detailed explanation of the experimental program to the Department for approval.

(2) Planned a thorough procedure conforming to accepted canons of educational research for evaluating results of the experimental program. These results shall be reported to the Department in accordance with a schedule approved at the time of the agreement.

(3) Agreed to terminate the experimental program upon request by the Department when it is judged to be inadequate for preparation of professional personnel.

EMERGENCY CERTIFICATES

§49.31. Criteria for eligibility.

The Department may issue an emergency certificate for service in the public schools, at the request of the employing school district, to an applicant who is a graduate of a state approved teacher preparing four-year college or university, provided an emergency certificate has not been issued to the applicant subsequent to July 1, 1968. Annually, the Department of Education will report to the State Board of Education the number and nature of emergency certificates issued during that year.

§49.32. Emergency cases.

The Department may approve, upon receiving appropriate proof of the emergency nature of the situation, the issuance of an emergency certificate to a person

who does not meet the qualifications specified in §49.31 of this Title (relating to criteria for eligibility).

§49.33. Expiration.

All emergency certificates shall expire on June 30 following the date of issuance.

ADMINISTRATIVE COMMISSION

§49.41. Description.

(a) Administrative commissions will be issued by the Department, in the form of a certificate of appointment.

(b) A commission will be issued for a specific term in the school year in accordance with article X of the Public School Code of 1949.

§49.42. Letter of eligibility.

A letter of eligibility for an administrative commission shall be issued in lieu of a certificate by the Department to a candidate who has completed an approved program of preparation in administration and who has been recommended by the preparing institution.

CHANGES IN CERTIFICATION

§49.51. Review of certification.

(a) The Department will review certification regulations annually and will report needed revisions to the Board.

(b) The Board will conduct a major review of certification regulations at ten-year intervals.

§49.52. Development of types/categories of certificates and development of their respective standards.

(a) The Secretary of Education, the State Board of Education, and the Professional Standards and Practices Commission shall receive requests to initiate a new type/category of certificate. Whenever any of these parties receives such a request it shall inform the other two parties.

(b) An investigation into a cogent request for a new type/category of certificate shall be conducted by the Department of Education. The Professional Standards and Practices Commission on its own initiative may conduct an investigation.

(c) The Department of Education and the Professional Standards and Practices Commission shall review the findings of the investigation regarding the need for a type/category of certificate and present their recommendations to the State Board of Education.

(d) If the State Board of Education does not disapprove or take any other action on the new type/category of certificate within 120 days of submission, the type/category of certificate shall stand approved.

(e) If the proposed type/category is approved by the State Board of Education, the Secretary shall appoint a committee of professionals to develop standards for preparing professionals in the type/category of certificate. This Committee shall include at least two members of the Professional Standards and Practices Commission. After the receipt of the proposed standards, the Secretary of Education and the Professional Standards and Practices Commission shall review the proposed standards and make recommendations to the State Board of Education. If the State Board of Education does not disapprove the new standards within 120 days, the standards shall stand approved.

MISCELLANEOUS PROVISIONS

§49.61. Teaching experience for out-of-state students.

The Department may accept three years of satisfactory teaching experience, in lieu of the student teaching requirement, from out-of-state applicants for certification providing that the teaching experience is:

(1) full time, under contract in an approved public or nonpublic school at the elementary or secondary level on certificate comparable to a Pennsylvania Instructional I certificate;

(2) completed within five years immediately preceding the date of the application; and

(3) in the area of certification sought.

§49.62. Temporary letters of certification.

The Department may issue a letter of certification at the request of an employing school district. The letter of certification may be issued in lieu of a certificate to a competent specialist in any area of knowledge in order to enable the schools of the Commonwealth to use the services of noncertified personnel for supplemental instruction under the supervision of a certificated teacher. The service shall be part-time and shall not exceed 300 clock-hours during a school year.

§49.62.1. School program specialist certificate.

(a) The Department may issue a school program specialist certificate at the request of the employing school district or area vocational technical school, to an applicant whom the Department appraises as meeting the qualifications and competencies needed to perform the duties and functions of a locally established professional position as set forth by a description of the position approved by the local board of school directors or the board of directors of the area vocational technical school.

(b) School program specialist certificates may be issued only for an area of service in which a certificate does not exist. They may be issued only to persons who hold a valid Instructional or Educational Specialist Pennsylvania certificate. Annually, the Department of Education will report to the State Board of Education the number and nature of such certificates issued during the year.

(c) School program specialist certificates are valid only for the position described in the approved position description and are not transferable to other school districts.

§49.63. Applicants educated in foreign countires.

The Department will issue certificates to applicants who have been educated in a foreign country who meet the established Commonwealth standards for the certificates sought. Applicants shall be required to provide official transcripts of studies completed abroad. The Department may substitute competency examinations for transcript review in a case involving the loss of credentials in a foreign

country, providing the applicant submits acceptable evidence that the applicant did, in fact, complete a teacher education program.

§49.64.1. Authority to annul, revoke, or suspend.

(a) Annulment or revocation.

In accordance with the authority vested in the Secretary by section 1211 of the Public School Code of 1949, P.L. 30(24 P.S. § 12-1211) and by section 2(j) of the act of May 29, 1931, P.L. 210, as amended (24 P.S. § 1225(j)), the Secretary shall annul or revoke the professional certificate or letter of eligibility of any person for cause as enumerated by the above statutes and by § 49.64.2 of this Title (relating to causes for annulment, revocation, or suspension), thereby prohibiting such person from teaching or engaging in other professional services in the schools of the Commonwealth until such time as such person is reinstated in accordance with § 49.64.4(b) of this Title (relating to reinstatement of suspended or revoked certificates).

(b) Suspension.

In accordance with the authority vested in the Secretary by section 2(j) of the act of May 29, 1931 P.L. 210, as amended (24 P.S. §1225(j), the Secretary shall suspend the professional certificate or letter of eligibility of any person for cause as enumerated by the above statute and by §49.64.2 of this Title (relating to causes for annulment, revocation, or suspension), for a period of time not to exceed one year, thereby denying such person the right to teach or engage in other professional services in the schools of the Commonwealth for that period of time. When the period of suspension has passed, the certificate or letter of eligibility shall be reinstated in accordance with §49.64.4(a) of this Title (relating to reinstatement of suspended or revoked certificates).

(c) Procedure.

No annulment, revocation, or suspension under subsection (a) and (b) of this section shall be effected without prior notice and hearing in accordance with such reasonable procedures as the Secretary shall prescribe, after review of and comment on the procedures by the State Board of Education.

§49.64.2. Causes for annulment, revocation, or suspension.

(a) The Secretary shall annul, revoke, or suspend certification for those causes specified by section 1211 of the Public School Code of 1949 (annulment) and by section 2(j) of the act of May 29, 1931 (revocation or suspension).

(b) Any professional certificate or letter of eligibility obtained by fraud or mistake shall be considered void ab initio and shall be annulled by the Secretary after notice and hearing as provided in §49.64.1(c) of this Title (relating to authority to annul, revoke, or suspend).

(c) Any alteration of a professional certificate shall render that certificate null and void and reissuance of a new certificate may be refused pending annulment, revocation, or suspension proceedings for any of the causes enumerated in subsection (a) of this section.

(d) In addition to any other remedy provided by law, should any person willfully refuse to return a certificate or letter of eligibility recalled for cause by the Secretary, such certificate may be revoked or further suspended for cause as enumerated in subsection (a) of this section after notice and hearing as provided by §49.64.1 (c) of this Title (relating to authority to annul, revoke, or suspend).

(e) Annulment, revocation, or suspension of a professional certificate by another state for one of the causes enumerated in subsection (a) of this section shall be considered probable cause for initiation of annulment, revocation or suspension proceedings by the Secretary, but no annulment, revocation or suspension shall be effected except after notice and hearing as provided by §49.64.1(c) of this Title (relating to authority to annul, revoke or suspend).

§49.64.3. All certificates and letters of eligibility subject to suspension or revocation.

The suspension or revocation by the Secretary of a certificate or letter of eligibility of any person shall automatically suspend or revoke any and all certificates or letters of eligibility issued by the Department held by that

person except that persons found incompetent in any one area of certification may retain their other certificates or letters of eligibility when the sole basis of the suspension or revocation is insufficient knowledge of subject matter.

§49.64.4. Reinstatement of suspended or revoked certificates.

(a) Any certificate or letter of eligibility which has been suspended is automatically reinstated at the end of the suspension period, provided, in the case of certificates, that the suspended certificate did not expire during that period of suspension. If the certificate expired during the period of suspension, the holder of the former certificate may be issued a new one provided the holder satisfies the requirements for the new certificate by demonstrating competency in the area of the previous certificate.

(b) An individual whose certificate or letter of eligibility has been annulled or revoked may have their case reconsidered annually. The burden of demonstrating his fitness for having his certificate or letter of eligibility reinstated rests with the individual. If the burden is met, the Secretary may place conditions on the issuance of the reinstated certificate or letter of eligibility.

§49.64.5. Mandatory reports from schools.

The board of school directors of the employing school district or the board of directors of each employing intermediate unit or the appropriate governing body of the employing nonpublic school shall report to the Secretary within ten days of dismissal the name of any person who has been dismissed and the cause for such dismissal.

§49.64.6. Publication of suspensions and revocations.

The Secretary, or his designee, shall notify all chief State school officers of the states and territories of the United States and all chief school administrators and teacher preparing institutions of this Commonwealth of the names and social security numbers of persons whose teaching certificates or commissions are suspended or revoked, the period of suspension or revocation including effective date and the reason for such action.

§49.65. Out-of-state applicants.

(a) The Department will issue the appropriate Commonwealth certificate to applicants who have:

(1) Graduated from a State approved out-of-state college or university whose teacher education requirements are equivalent to those of this Commonwealth.

(2) Completed the preparing institution's teacher education program.

(3) Received the recommendation of the preparing institution for the subject or area to be taught.

(b) If evaluation by the Department reveals minor deficiencies in the applicant's preparation program, the Department will prescribe the additional educational requirements to be met in securing Commonwealth certification. The Department may enter into a reciprocal certification agreement with the appropriate authority of another state.

§49.66. Appeal procedure.

Applicants who have been denied certification may appeal for reconsideration of their case to the Department.

§49.67. Master's degree equivalency certificates.

A Master's Degree Equivalency Certificate shall be issued for salary purposes only, subject to the following terms and conditions:

(1) The certificate is issued to persons holding a valid Instructional I, Instructional II, Educational Specialist I, Educational Specialist II certificate or their equivalents, upon the accumulation of 36 hours of graduate level credit. A minimum of 18 academic graduate credits must be earned at a college or university approved to offer graduate work. A maximum of 18 of the credit requirement may be satisfied through in-service programs approved by the Secretary of Education for meeting master's equivalency requirements.

(2) The certificate is also issued to holders of Vocational Instructional I, Vocational Instructional II or their equivalents upon the accumulation of 30 college credits. A minimum of 18 credit hours of the final 30 shall be earned at a state approved baccalaureate degree granting institution. The remaining 12 may be satisfied, in full or in part, through in-service programs approved by the Secretary of Education for meeting master's equivalency requirements.

(3) A grade of "C" or better is required in college and university courses in which grades are given and a letter of satisfactory completion is required for all in-service courses used toward the attainment of the certificate.

(4) This regulation becomes effective July 1, 1974, except that persons with an Instructional I, Instructional II, Educational Specialist I, Educational Specialist II or their equivalents applying for a Master's Degree Equivalency Certificate before September 1, 1975 need have only 12 academic graduate credits earned in the content area of the applicant's primary teaching assignment.

§49.68. Evaluation of prescribed requirements and standards.

Institutions of higher education within the Commonwealth, approved for teacher education, are authorized to evaluate, equate, and accredit educational and experiential backgrounds of candidates for meeting the specific requirements for certification.

PROFESSIONAL PERSONNEL

Subchapter B. CERTIFICATION OF GRADUATES FROM COMMONWEALTH INSTITUTIONS

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GENERAL PROVISIONS

§49.71. Basic requirements.

Applicants for a certificate shall have completed, in addition to all legal requirements, a program of teacher education approved by the Department and shall have the recommendation of the preparing institution.

§49.72. Categories of certificates and letters of eligibility.

(a) The following basic categories of certificates and letters of eligibility shall be issued by the Department of Education:

(1) Temporary Letters of Certification.

(2) Emergency Certificates.

(3) Intern Certificates.

(4) Instructional Certificates.

(5) Educational Specialist Certificates.

(6) Supervisory Certificates.

(7) Administrative Certificates.

(8) School Program Specialist Certificates.

(9) Letters of Eligibility.

(10) Vocational Education Certificates.

(11) Intermediate Unit Program Specialist Certificates.

(b) The Secretary of Education annually shall disseminate an approved list of official titles of all certificates and letters of eligibility which the Department of Education has issued the past fiscal year or proposes to issue in the ensuing year.

INSTRUCTIONAL CERTIFICATES

§49.81. General.

The Department will issue instructional certificates to persons whose primary responsibility is teaching.

§49.82. Instructional I.

(a) The Instructional I Certificate shall be valid for a period of three years of teaching and may be renewed for an additional three years of teaching upon the completion of 12 semester credit hours of collegiate study as described in §49.84 of this Title (relating to collegiate credit acceptable for renewal or conversion of the Instructional I Certificate).

(b) The 12 semester credit hour requirement may be satisfied, in whole or in part, through in-service programs approved by the Department.

§49.83. Instructional II.

(a) The Instructional II Certificate shall be a permanent certificate issued to an applicant who has completed three years of satisfactory teaching on an Instructional I Certificate attested to by the superintendent of the school district in which the applicant's most recent service was performed or in the case of an intermediate unit, the executive director, or in the case of an approved nonpublic school, the chief school administrator. In addition, the applicant shall have completed 24 semester credit hours of collegiate study as described in § 49.84 of this Title

(relating to collegiate credit acceptable for renewal or conversion of the Instructional I Certificate).

(b) The 24 semester credit hour requirement may be satisfied, in whole or in part, through in-service programs approved by the Department.

§49.84. Collegiate credit acceptable for renewal or conversion of the Instructional I Certificate.

(a) College credit acceptable for renewal of the Instructional I Certificate and conversion to the Instructional II Certificate shall be earned at a State approved baccalaureate degree granting institution.

(b) Credits earned in programs designed to prepare for professional fields such as law, medicine or theology, when relevant to the area of certification, will be considered acceptable for purposes of renewing or converting the Instructional I Certificate.

(c) All credits must be earned subsequent to the conferring of the baccalaureate degree.

§49.85. Limitations.

The grade level limitations of instructional certificates shall be the following:

(1) Early childhood (nursery, kindergarten, grades one to three).

(2) Elementary (kindergarten, grades one to six).

(3) Secondary (grades seven to 12).

(4) Specialized areas (kindergarten to grade 12).

§49.91. Criteria of Eligibility.

The Department may issue intern certificates for service in approved elementary or secondary schools of the Commonwealth, to applicants who, in addition to all legal requirements, are enrolled in an approved intern program and are recommended for such certificates by the institution holding such approval.

§49.92. Term of validity.

The intern certificate shall be issued for the period of time necessary for the candidate to complete the approved intern program, but in no case shall this time period exceed three years.

EDUCATIONAL SPECIALIST CERTIFICATES

§49.101. General.

The Department will issue educational specialist certificates to persons whose primary responsibility shall be to render professional service other than classroom teaching. The service shall be directly related to the personal welfare of the learner and may include service for the needs of other professional personnel working with learners.

§49.102. Educational Specialist I.

(a) The Educational Specialist I Certificate shall be valid for a period of three years of professional service, and may be renewed for an additional three-year period upon the completion of 12 semester credit hours of collegiate study as described in §49.104 of this Title (relating to college credit acceptable for renewal or conversion of Educational Specialist I Certificate).

(b) The 12 semester credit hour requirement may be satisfied, in whole or in part, through in-service programs approved by the Department.

§49.103. Educational Specialist II.

(a) The Educational Specialist II Certificate shall be a permanent certificate issued to an applicant who shall have completed three years of satisfactory service on a Level I Educational Specialist Certificate attested to by the superintendent of the school district in which the applicant's most recent service was performed or in the

case of an intermediate unit, the executive director, or in the case of an approved nonpublic school, the chief school administrator. In addition the applicant shall have completed 24 semester credit hours of collegiate study as described in §49.104 of this Title (relating to college credit acceptable for renewal or conversion of Educational Specialist I Certificate).

(b) The 24 semester credit hour requirement may be satisfied, in whole or in part, through in-service programs approved by the Department.

§49.104. College credit acceptable for renewal or conversion of Educational Specialist I Certificate.

(a) College credit acceptable for renewal of the Educational Specialist I Certificate and conversion to the Educational Specialist II must be earned at a State approved baccalaureate degree granting institution.

(b) Credits earned in programs designed to prepare for professional fields such as law, medicine, or theology, unless relevant to the area of certification, will not be considered acceptable for purposes of renewing or converting the Educational Specialist I Certificate.

(c) All credit must be earned subsequent to the conferring of the baccalaureate degree.

§49.105. Limitations.

The grade level limitations of educational specialist certificates shall be specified in the standards stated for the respective programs of certification.

SUPERVISORY CERTIFICATES

§49.111. Supervisory I.

(a) The Department will issue Supervisory I Certificates for positions in the schools of the Commonwealth to persons who have completed five years of satisfactory professional experience in the area in which the supervisory certificate is sought and who have been granted a master's degree with emphasis in a subject

or teaching area, except that for a supervisor of trade and industrial education certificate a baccalaureate degree is required, and completed an approved program of graduate study preparing for the responsibilities of supervising and directing the activities of professional and nonprofessional employes. Applicants shall be recommended by the preparing institution in which the graduate program was completed.

(b) Certificates may be issued for any supervisory area for which program approval has been granted by the Department.

§49.112. Supervisory II.

Supervisory II Certificates shall be permanent certificates issued to applicants who shall have completed three years of satisfactory supervisory experience on a Supervisory I Certificate attested to by the superintendent of the school district in which the most recent service was performed or in the case of an intermediate unit, the executive director, or in the case of an approved nonpublic school, the chief school administrator.

ADMINISTRATIVE CERTIFICATES

§49.121. Administrative I.

(a) The Department will issue Administrative I Certificates to persons who have had a minimum of five years of professional school experience, and have completed an approved program of graduate study preparing them to direct, operate, supervise, and administer the organizational and general educational activities of a school. Applicants shall be recommended by the preparing institution in which the graduate program was completed.

(b) Certificates may be issued for any administrative area for which program approval has been granted by the Department.

§49.122. Administrative II.

Administrative II certificates shall be permanent certificates issued to applicants who have completed three years of satisfactory administrative experience on an Administrative I certificate attested to by the superintendent of the school district in which the most recent service was performed or, in the case of an intermediate unit the executive director or in the case of an approved nonpublic school, the chief school administrator.

Subchapter C. VOCATIONAL EDUCATION CERTIFICATION

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GENERAL PROVISIONS

§49.131. Basic requirements.

(a) Applicants for a certificate shall have completed, in addition to all legal requirements, a program of teacher education approved by the Department and shall have received the recommendation of the preparing institution.

(b) Preparation in general education, professional education, and specialized studies shall be in accordance with standards established by the Department.

§49.132. Types of certificates.

Three basic types of certificates shall be issued, as follows:

(1) Vocational Instructional.

(2) Vocational Intern.

(3) Coordinator of Vocational Education.

§49.133. Levels of certification.

Vocational Instructional Certificates shall be issued for the following levels of qualifications:

(1) Vocational Instructional I.

(2) Vocational Instructional II.

VOCATIONAL INSTRUCTIONAL CERTIFICATES

§49.141. General.

The Department will issue vocational instructional certificates to persons whose primary responsibility is teaching. Certificates will be issued for any vocational educational instructional area for which program approval has been granted.

§49.142. Vocational Instructional I.

(a) The Vocational Instructional I Certificate will be issued for entry into a vocational teaching position in the schools of this Commonwealth. The applicant shall have:

(1) sufficient employment experience beyond the learning period to establish competency in the occupation to be taught;

(2) successfully completed the occupational competency examination or evaluation of credentials for occupations where examinations do not exist; and

(3) completed 18 semester credit hours in an approved program of vocational teacher education in the appropriate vocational field.

(b) The certificate shall be valid for a period of three years from date of issuance, and it may be renewed for an additional four-year period upon the completion of an additional 18 semester credit hours of study in an approved program in the appropriate field of vocational education.

§49.143. Vocational Instructional II.

The Vocational Instructional II Certificate shall be a permanent certificate issued to an applicant who shall have completed three years of satisfactory teaching on a Vocational Instructional I Certificate attested to by the superintendent of the school district in which the applicant's most recent service is performed or if the

service was in an intermediate unit, attested to by the appropriate intermediate unit executive director, or in the case of an approved nonpublic school, the chief school administrator, and shall have completed a total of 60 semester credit hours in an approved program in the appropriate field of vocational education.

VOCATIONAL INTERN CERTIFICATES

§49.151. Eligibility and criteria.

The Department may issue vocational intern certificates for teaching in the Commonwealth public schools, to applicants, having assurance of employment by a school district, who shall have:

(1) met all legal requirements;

(2) presented evidence of adequate work experience beyond the learning period to establish competency in the occupation to be taught;

(3) successfully completed the occupational competency examination, or evaluation of credentials for occupations where examinations do not exist;

(4) been enrolled, or shall have been accepted for enrollment, by a teacher education institution in an approved program leading to the Vocational Instructional I Certificate; and

(5) have been recommended for the certificate by the institution holding such approval.

§49.152. Term of validity.

The Vocational Intern Certificate shall be issued for the period of time necessary for the candidate to complete the approved intern program, but in no case shall this time period exceed three years.

COORDINATOR OF VOCATIONAL EDUCATION CERTIFICATE

§49.161. Issuance, criteria, and term of certification.

The Department will issue a provisional Coordinator of Vocational Education I Certificate to an applicant who shall have a minimum of three years satisfactory teaching experience in the appropriate field of vocational education on a vocational instructional certificate, shall have completed 90 semester credit hours in an approved program of studies preparing for the responsibilities of coordinating programs in vocational education, and shall have been recommended by the preparing institution. The certificate shall be issued for five years of service as a coordinator.

§49.162. Coordinator of Vocational Education II.

The Coordinator of Vocational Education II Certificate shall be a permanent certificate issued to an applicant who shall have completed three years of satisfactory experience on a Coordinator of Vocational Education I Certificate attested to by the superintendent of the school district in which the applicant's most recent service was performed or, if the service was in an intermediate unit, attested to by the appropriate intermediate unit executive director, or in the case of an approved nonpublic school, the chief school administrator. In addition, the applicant shall have completed an additional 30 semester credit hours in an approved program in the appropriate vocational field.

OUT-OF-STATE APPLICANTS

§49.171. General requirements.

(a) Out-of-state applicants shall submit to the Department an official transcript and an affidavit of educational and work experiences. Such records will be evaluated by the Department by being equated with a comparable and approved program of a Commonwealth institution.

(b) If an evaluation by the Department reveals minor deficiencies in the applicant's preparation program, the Department will prescribe the additional educational requirements to be met in securing Commonwealth certification.

§49.172. Letter of eligibility.

(a) The Department will issue the appropriate letter of eligibility to an applicant who shall:

(1) have graduated from a State approved out-of-state college or university whose educational administration preparation program is acceptable by the state department of education of the state in which it is located and whose requirements are equivalent to those of this Commonwealth;

(2) have completed the preparing institution's educational administration program;

(3) have received the recommendation of the preparing institution for the letter of eligibility; and

(4) have submitted to the Department an official transcript and a certified record of work experiences.

(b) When evaluation by the Department reveals minor deficiencies in the applicant's preparation program, the Department will prescribe the additional educational requirements to be met to secure a letter of eligibility.

COMMISSIONS AND CERTIFICATES FOR INTERMEDIATE UNITS

§49.181. Specialist certificates for intermediate units.

The Department will issue commissions and certificates to personnel for professional service in the intermediate units of the Commonwealth in accordance with provisions of the act of May 4, 1970.

§49.182. Letter of eligibility - executive director.

(a) A letter of eligibility to serve as an intermediate unit executive director shall be issued in lieu of a certificate by the Department to a candidate who has obtained or achieved:

(1) an earned doctorate from a state approved college or university or a master's degree plus 40 hours of graduate work taken at an institution, or institutions approved for the preparation of a district superintendent of schools; and

(2) who has had six years of experience in education work at the elementary, secondary, county office, intermediate unit, state department of education, or State approved college or university level. In three of these six years the applicant shall have served successfully in a management or supervisory capacity.

(b) The appropriateness of this experience and the academic preparation will be determined by the Department.

§49.183. Letter of eligibility - assistant executive director.

(a) A letter of eligibility to serve as an intermediate unit assistant executive director shall be issued in lieu of a certificate by the Department to a candidate who has obtained or achieved:

(1) an earned doctorate from a state approved college of university, or has a master's degree plus 40 hours of graduate work taken at an institution or institutions approved for the preparation of a district superintendent of schools; and

(2) who has had six years of experience in education work at the elementary, secondary, county office, intermediate unit, state department of education, or State approved college or university level.

(b) The appropriateness of the applicant's academic preparation will be determined by the Department.

§49.184. Intermediate unit program specialist certificates.

(a) Certificates for the employment of program specialists will be issued by the Department at the request of an intermediate unit board of directors when the applicant meets requirements established by a job specification proposal

which has been approved by the Department; such certificates shall not be transferable for use in another intermediate unit.

(b) Information concerning qualifications for program specialists may be obtained from the Department of Education, P.O. Box 911, Harrisburg, Pennsylvania 17126.

§49.67. Master's degree equivalency certificates.

A Master's Degree Equivalency Certificate shall be issued for salary purposes only, subject to the following terms and conditions:

(1) The certificate is issued to persons holding a valid Instructional I, Instructional II, Educational Specialist I, Educational Specialist II certificate or their equivalents, upon the accumulation of 36 hours of graduate level credit. A minimum of 18 academic graduate credits must be earned in the content area of the applicant's primary teaching assignment at a college or university approved to offer graduate work. A maximum of 18 of the credit requirement may be satisfied through in-service programs approved by the Secretary of Education for meeting master's equivalency requirements.